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Board of Supervisors**

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September 1, 2010

TO: Each Supervisor

FROM: John F. Schunhoff, Ph.D.
Interim Director

SUBJECT: **REQUEST TO EXECUTE NEW INFORMATION
TECHNOLOGY SUPPORT SERVICES
MASTER AGREEMENT (ITSSMA) WORK ORDER
AND AMEND ITSSMA WORK ORDER 04-1359 FOR
.NET PROGRAMMING SUPPORT**

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*To improve health
through leadership,
service and education.*

This is to advise you of my intent to request the Internal Services Department (ISD) to (1) execute a new ITSSMA Work Order to provide .NET programming support services of one Consultant for LAC+USC Medical Center for one year, in the amount of \$149,000 and (2) amend ITSSMA Work Order 04-1359 with Staff Tech, Inc., to extend the period of performance from August 31, 2010 to August 31, 2011 and increase the maximum Work Order amount by \$137,000 from \$252,083 to \$389,083. A related ITSSMA Work Order, 04-1391, with APR Consulting, Inc., originally valued at \$149,950 for the period September 22, 2008 to September 30, 2009 was reduced by \$102,133 to \$47,817 and terminated July 28, 2009. The total maximum amount for all related Work Orders is \$585,900.

The new Work Order will be awarded via a competitive solicitation, selecting the lowest priced responsive and qualified bidder.

In accordance with ITSSMA Guidelines, prior notice to your Board is required for projects that will exceed \$300,000.

BACKGROUND

LAC+USC is responsible for developing new web-based applications as well as standard user controls to be reused in all new applications. In order to maintain required levels of patient safety, LAC+USC used ITSSMA Work Orders to obtain the services of Consultants to augment existing DHS staff in the programming of the Microsoft .Net Framework which includes re-writes/modifications of the current applications, processes and procedures as well as the development of new end-user reporting systems using Visual Basic.Net, ASP.Net, Crystal Reports.Net and client side scripts using Java scripts and ActiveX component tools. The requested new Work Order and amendment to the existing Work Order will provide the contracted staff to ensure this critical service.



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JUSTIFICATION

DHS currently does not have sufficient full-time, permanent staff with the requisite technical skills or knowledge to provide the necessary programming services for the .NET development and maintenance effort. The purpose of these Work Orders is to provide the necessary qualified staff to assist in the support of .NET programming. These Consultants possess highly specialized training and an intimate knowledge of LAC+USC's existing applications, processes and procedures and end-user reporting systems. The Work Orders are also intended to facilitate the transition of support to LAC+USC staff through hands-on training, mentoring, and knowledge and skills transfer. Failure to continue the Consultants' efforts could lead to degradation in the required levels of patient safety.

SCOPE

The scope of work under the supervision and direction of the LAC+USC Information Systems (IS) Application Development Supervisor or designee includes the following:

- Analyze, design and develop new web-based applications using Microsoft Visual Studio.Net 2005 or later and Microsoft SQL Server 2005 or later.
- Modify existing applications to accommodate change of platforms.
- Make suggestions to management on systems development.
- Document all development work performed.
- Troubleshoot and resolve issues with various .NET applications.
- Work with LAC+USC IS technical staff to ensure transfer of knowledge from Consultants to in-house technical staff and facilitate the transition of support responsibilities to LAC+USC technical staff.

FINANCIAL IMPACT

The requested new Work Order will be achieved through a competitive time and materials solicitation and awarded to the lowest priced bid of a qualified responsible and responsive Contractor. The Consultants' hourly rates for both the new and the amended time and material Work Orders will remain the same through the terms of the Work Orders. The funds for this project are currently in the Fiscal Year 2010-2011 LAC+USC operating budget and have been requested in the Fiscal Year 2011-2012 budget.

VENDOR	Work Order No.	Work Order Current Maximum Amount	Proposed Increase	Work Order New Maximum Amount
APR Consulting, Inc.	04-1391	\$47,817	-0-	\$47,817
Staff Tech, Inc.	04-1359	\$252,083	\$137,000	\$389,083
TBD	TBD	Not yet executed	\$149,000	\$149,000
TOTALS		\$299,900	\$286,000	\$585,900

NOTIFICATION TIMELINE

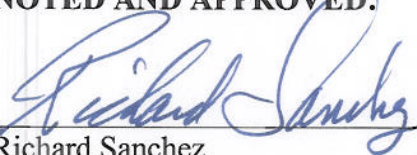
Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to execute a new Work Order for a period of one year and amend Work Order 04-1359 to extend the term and increase the maximum dollar amount. If no objection is received from your Board by September 21, 2010, we will request ISD to proceed with the execution and amendment of these Work Orders.

If you have any questions or require additional information, please let me know.

JFS:gc

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Chief Information Office
Internal Services Department

NOTED AND APPROVED:



Richard Sanchez
Chief Information Officer

9-3-10
Date